

_____ Meeting Minutes Today's Date: _____
(Name of Club) (Club Acct #)

Meeting Called to Order at: _____ (time) by _____

1) Roll Call (see attached list)
2) Agenda Attached: **Motion to Approve Agenda:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____ / ____ / ____

3) **Motion to Approve Prior Meeting Minutes:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____ / ____ / ____

4) Treasurer's Report Attached: _____ **Motion to approve:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____ / ____ / ____

5) Committee Reports by Committee Chair: (a brief synopsis of most recent events, include pros/cons) _____

6) Old Business Discussions: _____

7) Individual Motions for New Business:

a. Agenda Item: _____

Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____

Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

b. Agenda Item: _____

Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____

Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

c. Agenda Item: _____

Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____

Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

d. Agenda Item: _____
Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____
Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

e. Agenda Item: _____
Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____
Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

f. Agenda Item: _____
Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____
Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

g. Agenda Item: _____
Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____
Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

8) **Motion to Adjourn the Meeting:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____ / ____ / ____

Meeting Adjourned at: _____ (time)

Club Officer Signature

Club Advisor Signature



Print Name	Signature
1.	(President)
2.	(Vice President)
3.	(Secretary)
4.	(Treasurer)
5.	(Historian)
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